



Step 1. If Evaluation Criteria is different than that supplied on the form, the final criteria shall include consideration of factors from the information CAP supplies, but must include the following at a minimum (O.S. Title 61, § 62.F.):

- a. Professional qualifications for the type of work contemplated;
- b. Capacity for completing the project in a specified time period; and
- c. Past performance on projects of a similar nature.

Step 2. Ideally, the blanks for Date, For Using Agency, CAP Solicitation Number and Firm Name and Locations would be completed on the "original" and that would be used to make copies for all the Evaluators; otherwise, these would need to be completed by each evaluator once given the form.

Step 3. Each Evaluator shall fill in their Name and sign the form prior to completion of the screening process.

Step 4. Each Firm's submission shall be reviewed by all evaluators simultaneously. Once the Screening Committee has reviewed a firm's submission, group discussion among the committee can occur, but each evaluator shall score the submission using their own abilities without pressure from other evaluators. It is important to understand that each firm is scored based upon the material provided and are not to be compared to other firms during the screening process or upon past experience an evaluator may have had with the firm or the firm's individuals.

Each evaluator shall score the same firm after review of the material prior to moving on to the next firm's submission.

Step 5. Once all firms have been evaluated, the score shall be calculated and input under the Total Score column for all firms, by each evaluator.

The Firms should then be ranked using the Rank column, beginning at 1 for the highest score, by each evaluator.

The highest total score(s) ranks in first (1) place, the next highest total score(s) ranks in second (2) place, and so on. If two firms have the same Total Score, they will tie for the place that they occur, as indicated below:

Firm Name and Location	Evaluation Criteria	Professional Qualifications For Project Type	Capacity For Completing Project On Time	Past Performance on Similar Projects	Specialized Or Similar Experience	Total Score	Rank
We Fly Engineers, OKC		8	8	9	9	34	1
Never Grounded Consulting Engineers, KS		6	7	6	6	25	3
Airborne Associates, TX		8	7	8	8	31	2
Snodgrass, OKC		8	8	7	8	31	2

Step 6. Each evaluator, upon completion of these evaluation, shall provide the CAP Representative all forms to be inserted onto the Consultant Evaluation Tally form to determine the shortlisted firms.